

LIBRARY SERVICES

MISSION STATEMENT

The mission of The Burbank Public Library is to provide access to information, recreation and education through a variety of media. The Library fulfills its commitment to the future by providing stimulating materials and programs that encourage its citizens to become lifelong learners.

DESCRIPTION

The Burbank Public Library is our community's link to literacy, lifelong learning, personal growth, education, and entertainment. To meet the needs of our diverse community, we provide access to a variety of services and information resources.

The Central Library and two branches offer an extensive collection of materials, both print and non-print, Internet access, expert research staff, and supportive services. Through state-of-the art technology and participation in cooperative library systems, the Burbank Public Library is also able to furnish access to additional resources.

The Library fulfills its commitment to the future by providing stimulating materials and programs, which encourage youth to become life-long learners.

To accomplish its mission, the Library operates two divisions: Technical Services and Public Services.

- Technical Services includes Technical Processing (acquisitions, cataloging, processing library materials); Automation Services, (Internet access, circulation, database maintenance, on-line public access web-based catalog); Library Website Management, Branch and Administration
- Public Services include Senior, Adult, Children, Teen Services, Audio Visual Services, Literacy Services, Programming.

OBJECTIVES

- Continue to pursue a new Library logo.
- Translate the Library's Services brochure into Spanish and Armenian.
- Update the appearance and structure of the Library's website.
- Conduct a needs assessment survey to determine what new services and materials patrons would like to have in the Library.
- Complete the relocation of bar codes on books and educate the public on self-check out procedures at Buena Vista.
- Utilize blogging techniques to increase the Library's visibility.
- Invite staff to participate in a Library Web 2.0 technology challenge to become knowledgeable with emerging technology.
- Meet changing community needs for library services, materials and programs.

CHANGES FROM PRIOR YEAR

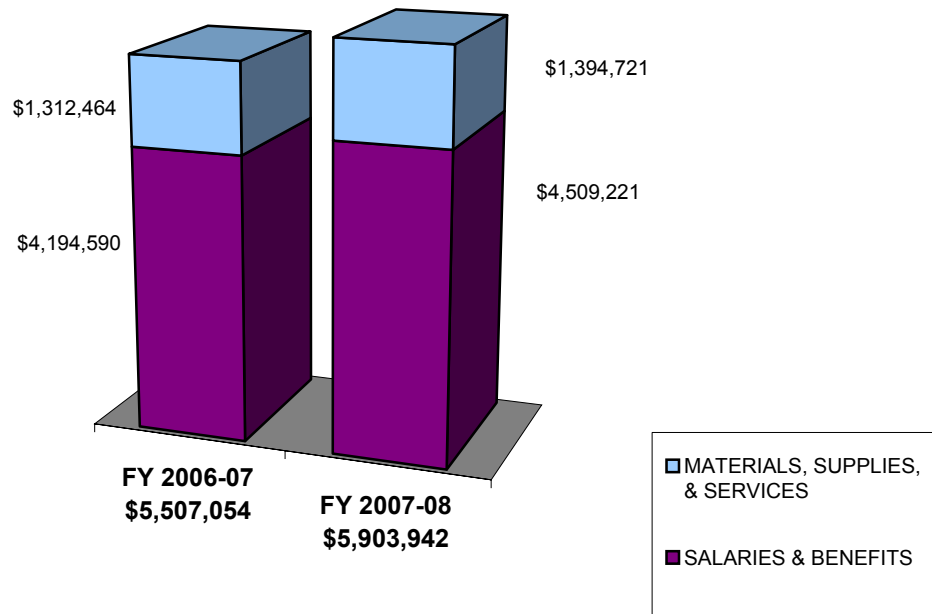
- The Library has reviewed several positions and has reallocated salaries to different cost centers to better reflect the current function of those positions.
- The Library has upgraded 2 Library clerical positions to Library Assistants; increased a 20-hour Library Clerk position to 40-hours; added a new 15-hour Page position at Buena Vista; added a new 4.5-hour Sunday Senior Librarian; and will introduce a new 15-hour Library Aide position also at Buena Vista. Most of the increase in salaries is revenue offset.
- The Library has created a sub account to its Resource Materials account exclusively for the purchase of AV materials which is 100% revenue offset from Friends of the Library donations.

DEPARTMENT SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	65.941	67.085	68.698	1.613
Salaries & Benefits	\$ 3,889,313	\$ 4,194,590	\$ 4,509,221	\$ 314,631
Materials, Supplies, Services	1,302,605	1,312,464	1,394,721	82,257
Capital Outlay	1,431			
TOTAL	\$ 5,193,349	\$ 5,507,054	\$ 5,903,942	\$ 396,888

LIBRARY SERVICES

Department Summary



2006-07 WORK PROGRAM HIGHLIGHTS

- Introduced the first Burbank READS -- One Book, One City -- Program, selecting the book *Marley & Me* for all residents to read. The Library sponsored a community dog walk, 12 book discussion programs, 11 special doggie movies, and created 17 new programs for this event.
- Developed an interactive Burbank Public Library Blog at <http://burbanklibrary.blogspot.com>.
- Added additional e-resources, most notably Literature Resource Center where one can find out "everything you ever wanted to know" about literary figures from all time periods; Amazing Animals of the World was added on-line for children.
- During National Library Card Campaign month held in September, the Library issued 1,438 new Library cards for K-12 from a cross section of all schools throughout the community.
- Added 13 new Teen programs, including a new after school Animé Club.
- Using existing technology, introduced "on-shelf" holds via the Library's online catalog as a value-added service for our customers.
- Introduced a popular book rental program called "Bestseller Express" for those patrons who cannot wait for a popular book to be returned to the Library.
- Introduced Library Cards for Foster Children program. This is a countywide no-fault program that encourages foster parents to get library cards for their foster children.
- Hosted and participated in a 2-day MCLS workshop series for staff entitled Future of Libraries which addressed delivery of service issues in this age of technology which was attended by many librarians across the Southland.
- The Literacy Department introduced a new readers' book club.

2006-07 WORK PROGRAM HIGHLIGHTS (cont.)

- The Sister City Committee initiated a student pen pal program with Gaborone, Botswana.
- The Library hosted 14 dignitaries from its Sister City Incheon, South Korea, re-establishing a more active relationship with them.
- Sister City Committee members Jim & Merle Woodburn visited our Sister City Solna, Sweden. Former Burbank Mayor, Bill Rudell, visited Gaborone, Botswana and delivered letters of proclamation from Burbank.
- The Library introduced Silver Screen Classic Films for seniors.
- Used YouTube to advertise Burbank READS - Building Community Page by Page.
- Promote the importance of literacy, reading and lifelong learning by expanding the Ready to Read program, monitoring participation in school age book clubs, and developing a new BurbankREADS campaign for spring 2008.
- Emphasize the international language collection by continuing with the We Speak Your Language campaign and increasing the collection both in books and the spoken word.
- Expand teen services through collection review, programming, Web 2.0 technologies, electronic resources and working with the school district librarians.

2007-08 WORK PROGRAM GOALS

- Enhance the awareness of the Library Service throughout the community by promoting Library card use, pursuing a new Library logo, participating in community events, speaking at community organizations, increasing our use of Channel 6, adding school visits issuing on-the-spot library cards at special events, etc.
- Meet changing community needs for Library services, materials and programs by conducting a needs assessment of our patrons and tracking circulation patterns of specific library materials.
- Provide a more user-friendly environment at all facilities by standardizing signage, experimenting with alternative service delivery methods, and reviewing and updating the Library's procedure and policy manual.
- Utilize existing and new technologies to improve customer service by updating the appearance and usability of the Library's website, educating the public on self-check procedures, monitoring the usage of Live Homework Help and tracking the usage of iBistro features.

Technical Services Division

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The Technical Services Division includes Technical Processing, Circulation Services and Automated Services. Technical Services acquires, catalogs and processes all library materials for the library system. These resource materials include recreational reading, print and electronic information sources, videotapes and DVD's, audio recordings and periodicals. About 44,000 new items were cataloged and added to the collection last year. Circulation Services records and discharges circulation transactions, including maintaining patron records. Nearly 1.3 million items were circulated last year. Automated Services manages internet access, the Library's automated circulation system, the on-line public access catalog and a variety of computer databases. Nearly 200,000 patrons used our public access internet. Library Services Administration is included in this division. Administration Services provides administrative leadership and clerical support for all technical and public service areas. This division also provides liaison support for the Board of Library Trustees and the Sister City Committee. It administers the auditorium and community room reservations at Central and Buena Vista Branch, manages the Library website and oversees Branch Services.

OBJECTIVES

- Complete the re-location of book barcodes and educate the public on the use of self-check out procedures.
- Update the appearance and structure of the Library's website.
- Utilize blogging techniques to increase the Library's visibility.
- Invite staff to participate in a Library Web 2.0 technology challenge to become knowledgeable with emerging technology.

CHANGES FROM PRIOR YEAR

- The Library has reviewed several positions and has reallocated salaries to different cost centers to better reflect the current function of those positions.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	20.499	21.183	21.843	0.660
Salaries & Benefits	\$ 1,537,134	\$ 1,482,698	\$ 1,576,850	\$ 94,152
Materials, Supplies, Services	549,096	531,168	529,981	(1,187)
Capital Outlay	1,431			
TOTAL	\$ 2,087,661	\$ 2,013,866	\$ 2,106,831	\$ 92,965

Public Services Division

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The Public Services Division includes Senior, Adult, Children and Teen Services, Audio Visual Services, Literacy Services, and Programming. Professional reference librarians at all three Burbank Libraries using traditional, as well as online resources, handle over 200,000 reference questions each year. The 24/7 on-line reference service provides 24-hour access to a reference librarian as well as access to thousands of magazines and articles. A link to a small business website provides assistance to business related questions. Live Homework Help, which provides homework help on-line, has assisted over 3600 students this past year. Public Services includes community-oriented activities and services such as the Home Borrowers' program, volunteer programs, and special interest programs for children, teens, and adults. More than 500 programs are presented each year with over 30,000 patrons attending. Children's programming includes a wide variety of activities for preschoolers through middle grades designed to promote a lifelong love of reading, and the ability to utilize libraries and information sources. Expanded teen programs include reading programs, book clubs, poetry slams, Teen Council and book related contests. Computer classes are available for seniors. Literacy Services provides one-on-one tutoring for adults who speak English, but read or write below a sixth grade level. Literacy Services also offers a Ready to Read Literacy program that tutors 4th grade students who are reading below grade level. Participants improve their reading skills by at least one grade level.

OBJECTIVES

- Continue to pursue a new Library logo.
- Conduct a needs assessment survey to determine what new services and materials patrons would like to have in the Library.
- Translate the Library's Services brochure into Spanish and Armenian.
- Standardize signage language in all Library facilities.
- Review and update the Library's Rules of Conduct.
- Explore options for providing the delivery of reference services to meet the emerging expectations of our patrons.

CHANGES FROM PRIOR YEAR

- The Library has reviewed several positions and has reallocated salaries to different cost centers to better reflect the current function of those positions.
- The Library has upgraded 2 Library clerical positions to Library Assistants; increased a 20-hour Library Clerk position to 40-hours; added a new 15-hour Page position at Buena Vista; added a new 4.5-hour Sunday Senior Librarian; and will introduce a new 15-hour Library Aide position also at Buena Vista. Most of the increase in salaries is revenue offset.
- The Library has created a sub-account to its Resource Materials account exclusively for the purchase of audio visual materials which is 100% revenue offset from Friends of the Library donations.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	45.442	45.902	46.855	0.953
Salaries & Benefits	\$ 2,352,179	\$ 2,711,892	\$ 2,932,371	\$ 220,479
Materials, Supplies, Services	753,509	781,296	864,740	83,444
TOTAL	\$ 3,105,688	\$ 3,493,188	\$ 3,797,111	\$ 303,923

Technical Services Division

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		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2005-06	FY 2006-07	FY 2007-08	PRIOR YEAR
STAFF YEARS		20.499	21.183	21.843	0.660
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,110,859	\$ 1,092,784	\$ 1,142,485	\$ 49,701
60006	Overtime	4,345	126	126	
60012	Fringe Benefits	419,237	385,300	429,751	44,451
60022	Car Allowance	2,693	4,488	4,488	
		1,537,134	1,482,698	1,576,850	94,152
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 91,895	\$ 78,890	\$ 78,890	
62300	Special Departmental Supplies	31,457	26,045	26,045	
62305	Reimbursable Materials	1,308	1,325	1,325	
62310	Office Supplies	1,340	1,488	1,488	
62440	Office Equip Maint & Repairs	447	523	523	
62455	Equipment Rentals	1,741	1,972	1,972	
62460	Library Programming	1,204	1,000	1,000	
62625	Literacy Services	22,647	38,412	38,873	461
62690	Sister City Committee	1,963	4,950	4,950	
62710	Travel	9			
62755	Training	527	530	530	
62895	Miscellaneous	396	400	400	
62970.1000	Holding - PLF		42,246	42,246	
NON-DISCRETIONARY					
62000	Utilities	57,197	55,430	58,067	2,637
62220	Insurance	171,172	122,530	122,530	
62470	F533 Office Equip Rentals	11,765	11,765	11,765	
62475	F532 Vehicle Equip Rentals	5,187	4,028	6,120	2,092
62485	F535 Comm Equip Rentals	58,059	47,709	46,926	(783)
62496	F537 Computer Equip Rentals	90,782	91,925	86,331	(5,594)
		549,096	531,168	529,981	(1,187)
CAPITAL OUTLAY					
70009	Office Equipment	\$ 1,332			
70011	Operating Equipment	99			
		1,431			
PROGRAM TOTAL		\$ 2,087,661	\$ 2,013,866	\$ 2,106,831	\$ 92,965

Public Services Division

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		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		45.442	45.902	46.855	0.953
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,843,351	\$ 2,015,928	\$ 2,152,564	\$ 136,636
60006	Overtime	7,673	6,165	6,165	
60012	Fringe Benefits	499,360	689,799	773,642	83,843
60022	Car Allowance	1,795			
		2,352,179	2,711,892	2,932,371	220,479
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 9,365	\$ 10,100	\$ 10,100	
62300	Special Departmental Supplies	9,363	10,743	10,743	
62310	Office Supplies	9,126	8,815	8,815	
62425	Library Resource Materials	381,933	384,747	384,747	
62425.1001	Resource Materials - Electronic	10,000	25,000	25,000	
62425.1002	Technology Resources	32,747	37,000	35,000	(2,000)
62425.1003	Audio Visual Resources			75,000	75,000
62435	General Equip Maint & Repairs		155	155	
62440	Office Equip Maint & Repairs	13,241	11,000	11,000	
62700	Memberships & Dues	190	200	200	
62710	Travel	870	1,000	1,000	
62755	Training	2,899	505	505	
62895	Miscellaneous	984	500	500	
NON-DISCRETIONARY					
62000	Utilities	178,159	178,910	186,826	7,916
62470	F533 Office Equip Rentals	1,625	996	996	
62496	F537 Computer Equip Rentals	103,007	111,625	114,153	2,528
		753,509	781,296	864,740	83,444
PROGRAM TOTAL		\$ 3,105,688	\$ 3,493,188	\$ 3,797,111	\$ 303,923

LIBRARY SERVICES

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
LIBRARY SERV DIR	1.000	1.000	1.000	
ASST LIBRARY SERV DIRECTOR	1.000	1.000	1.000	
LITERACY COORDINATOR	1.000	1.000	1.000	
SUPVG LIBRARIAN	4.000	4.000	4.000	
SR ADMINISTRATIVE ANALYST**	1.000	1.000	1.000	
EXECUTIVE ASSISTANT	1.000	1.000	1.000	
SR LIBRARIAN	3.000	2.000	2.000	
CHILDRENS' LIBRARIAN	1.000	1.000	1.000	
LIBRARIAN	11.000	12.000	12.000	
LIBRARY ASSISTANT	9.000	9.000	11.000	2.000
SR CLERK	1.000	1.000	1.000	
LITERACY CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK	3.000	3.000	2.000	-1.000
LIBRARY CLERK	10.000	10.000	10.000	
TOTAL FULL TIME	48.000	48.000	49.000	1.000
Part Time	*	*	*	
SR LIBRARIAN			0.113 (1)	0.113
CHILDREN'S LIBRARIAN	0.600 (1)	0.600 (1)	0.600 (1)	
LIBRARIAN	3.020 (9)	3.020 (9)	3.020 (9)	
LIBRARY ASSISTANT			0.500 (1)	0.500
MESSENGER BILL DELVR	0.375 (1)	0.375 (1)	0.375 (1)	
LIBRARY CLERK	6.592 (16)	6.892 (16)	6.392 (15)	-0.500
LIBRARY MONITOR	1.100 (3)	1.100 (3)	1.100 (3)	
LIBRARY PAGE	7.098 (17)	7.098 (17)	7.598 (18)	0.500
TOTAL PART TIME	18.785 (47)	19.085 (47)	19.698 (49)	0.613
	*	*	*	
TOTAL STAFF YEARS	66.785 (95)	67.085 (95)	68.698 (98)	1.613

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

** THE ADMINISTRATIVE ANALYST SERIES WAS REVISED IN MAY 2007 (RESO. 27,474, 27,475 & 27,476). AS A RESULT OF THIS CHANGE, POSITIONS WITH ADMINISTRATIVE ASSISTANT TITLES BECAME ADMINISTRATIVE ANALYST I, ADMINISTRATIVE ANALYST I BECAME ADMINISTRATIVE ANALYST II AND ADMINISTRATIVE ANALYST II BECAME SENIOR ADMINISTRATIVE ANALYST. THESE CHANGES DID NOT CAUSE ANY ADJUSTMENTS IN SALARIES OR BENEFITS.